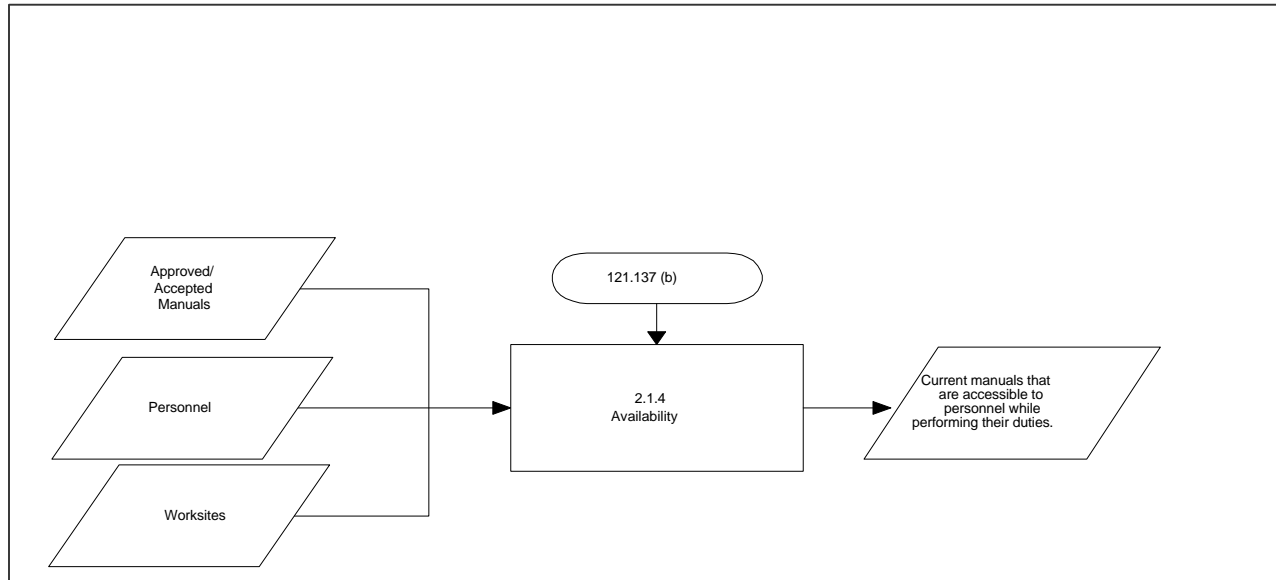


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 2.1.4 Availability

Functional Statement:

To ensure that current manuals are accessible.

Inputs:

- Approved/Accepted Manuals
- Personnel
- Worksites

Outputs:

- Current manuals that are accessible to personnel while performing their duties.

Performance Measures:

- No manuals are inaccessible to personnel on duty.
- All accessible manuals are current.

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SRR:

- 121.137 (b)

FAR and FAA Guidance:

- 8300.10, Volume 3, Chapter 37, Section 2, Paragraph 5H
- 8400.10, Volume 6, Chapter 2, Section 19, Paragraph 473
- Preamble:
 - 60 FR 65832

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.137 (b)	To require all personnel who are issued a manual to keep it current, and available when on duty.	<i>Certification:</i> Operations and Maintenance <i>Surveillance:</i> Operations and Maintenance

Safety Attribute Inspection (SAI) Job Aid

Objective:

To determine if the air carrier's Availability process includes safety attributes.

2.1.4 Availability

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective:

To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Availability process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review a copy of the description in the manual that delineates the duties and responsibilities of the individual.
2. Review a copy of the individual's resume or work experience.
3. Review the appropriate organizational chart.
4. Interview the individual.

To meet this objective, the inspector will determine and record answers to the following questions:

- | | |
|--|---|
| 1. Is there a clearly identifiable person who is answerable for the quality of the Availability process? | <input type="checkbox"/> YES If yes, provide the name:
<input type="checkbox"/> NO If no, explain: |
| 2. Does the individual understand the procedures attribute associated with the Availability process? | <input type="checkbox"/> YES If no, explain:
<input type="checkbox"/> NO |
| 3. Does the individual understand the controls attribute associated with the Availability process? | <input type="checkbox"/> YES If no, explain:
<input type="checkbox"/> NO |
| 4. Does the individual understand the interfaces attribute associated with the Availability process? | <input type="checkbox"/> YES If no, explain:
<input type="checkbox"/> NO |

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2.1.4 Availability

SECTION 1 - RESPONSIBILITY ATTRIBUTE

5. Does the individual understand the process measurements attribute associated with the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
7. Are the qualification standards for this position appropriate and documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
8. Does the individual meet the qualification standards?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
9. Does the individual know that they have responsibility for the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
10. Does the individual know who has authority to establish and modify the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
11. Best practices/favorable comments:		

Safety Attribute Inspection (SAI) Job Aid

2.1.4 Availability

SECTION 2 - AUTHORITY ATTRIBUTE

Objective:

To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Availability process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review a copy of the description in the Manual that delineates the duties and responsibilities of the individual.
2. Review a copy of the individual's resume or work experience.
3. Review the appropriate organizational chart.
4. Interview the individual.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide the name: If no, explain:
2. Does the individual understand the procedures attribute associated with the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Does the individual understand the controls attribute associated with the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Does the individual understand the interfaces attribute associated with the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Does the individual understand the process measurements attribute associated with the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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2.1.4 Availability

SECTION 2 - AUTHORITY ATTRIBUTE

6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
7. Are the qualification standards for this position appropriate and documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
8. Does the individual meet the qualification standards?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
9. Does the individual know they have authority for the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
10. Does the individual know who has the responsibility for the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
11. Are the procedures for delegation of authority clearly documented for the Availability process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
12. Best practices/favorable comments:		

Safety Attribute Inspection (SAI) Job Aid

2.1.4 Availability

SECTION 3 - PROCEDURES ATTRIBUTE

Objective:

To determine if the air carrier has documented procedures for accomplishing the Availability process.

To meet this objective, the inspector will accomplish the following task:

1. Review the Manual(s) related to the Availability process.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Availability process:

- Do procedures exist to ensure that personnel have access to manuals while on duty? [SRR 121.137 (b)]

☐ YES
☐ No

If no, explain:

- Do procedures exist to ensure that all personnel who are issued a manual keep them current? [SRR 121.137 (b)]

☐ YES
☐ No

If no, explain:

2. Do the procedures identify: who, what, where, when and how?

☐ YES
☐ No

If no, explain:

3. Are the procedures in compliance with the FAR(s)?

☐ YES
☐ No

If no, explain:

4. Do the procedures meet the intent of written FAA guidance?

☐ YES
☐ No

If no, explain:

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2.1.4 Availability

SECTION 3 - PROCEDURES ATTRIBUTE

5. Does the air carrier have the resources to support the written procedures for the Availability process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Do alternate procedures exist and do they provide an equivalent level of safety and achieve the same desired result for irregular conditions as the primary procedures (e.g., a manual system used as a result of equipment failure)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the procedures published in different manuals relating to the Availability process consistent?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented process in their Manual(s) to assess the impacts of changing procedures for the Availability process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Best practices/favorable comments:	

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2.1.4 Availability

SECTION 4 - CONTROL ATTRIBUTE

Objective:

To determine if checks and restraints are designed into the Availability process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following task:

1. Review the Manual(s) related to the Availability process.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Availability process:

- Does the air carrier require supervisory personnel to periodically check manuals at worksites for currency and availability?

☐ YES If no, explain:
☐ NO

2. Do the checks and restraints ensure the desired result is achieved for the Availability process?

☐ YES If no, explain:
☐ NO

3. Does the air carrier have a documented process in their Manual(s) to assess the impacts of changing the checks and restraints for the Availability process?

☐ YES If no, explain:
☐ NO

4. Does the air carrier have the resources to support the checks and restraints for the Availability process?

☐ YES If no, explain:
☐ NO

5. Best practices/favorable comments:

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2.1.4 Availability

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective:

To determine if the air carrier measures and assesses its process for the Availability process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the Manual(s) related to the Availability process.
2. Interview appropriate personnel.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Does the air carrier measure the Availability process to indicate how well it is working?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
2. Does the air carrier's Availability process include the following process measurements?	
<ul style="list-style-type: none"> • <i>Track and analyze instances when manuals are not current and/or accessible, and provide feedback to the responsible employee's supervisor.</i> 	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the air carrier document their process measurement methods and results?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Do the process measurement methods appear to be effective?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the air carrier use their process measurement results to improve their programs?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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2.1.4 Availability

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

6. Are the process measurement results accessible to the FAA?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Does the organization that conducts the process measurement have direct access to the person with responsibility and the person with authority for the Availability process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have the resources to support the process measurement for the Availability process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Best practices/favorable comments:	

Safety Attribute Inspection (SAI) Job Aid

2.1.4 Availability

SECTION 6 - INTERFACES ATTRIBUTE

Objective:

To determine if the air carrier identifies and manages the interactions between the Availability process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following task:

1. Review the Manual(s) related to the Availability process.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Availability process:

- 2.0 Manuals

☐ YES

If no, explain:

☐ No

2. List any additional interfaces identified:

3. Are there procedures to ensure that interfaces occur ?

☐ YES

If no, explain:

☐ No

4. Are there controls to ensure that interfaces occur ?

☐ YES

If no, explain:

☐ No

5. Are the interfaces between the Availability process and other processes treated consistently in the Manual(s)?

☐ YES

If no, explain:

☐ No

6. Best practices/favorable comments: